

ADMINISTRATIVE - INTERNAL USE ONLY

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OC M81-146
26 FEB 1981

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FILE: Pers-15

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

Director of Communications

SUBJECT: OC Efforts to Expedite Recruitment of Personnel
for the Office

1. The Office of Communications has pressed vigorously during the past year to assist OPPPM with the recruitment and employment of personnel for OC. These efforts have included countless offers of OC assistance and meetings to stress the growing personnel problem. OC has specifically taken the following actions.

a. OC employees have accompanied OPPPM or EEO recruiters on eight trips during the year. OC is now planning to send a representative to Huntsville, Alabama; St. Louis, Missouri, and Philadelphia, Pennsylvania to interview prospective employees at their home area. This action will avoid OPPPM funding for interview trips to Washington and hopefully expedite the hiring process. OC is funding for this travel.

b. OC has actively sought and trained internal upward mobility candidates to serve as communicators. Six such employees were trained in 1980. Class 1-81, consisting of eight students, has four internal candidates and Class 2-81, which consists of fourteen students and commences training on 02 March, will have seven internal candidates.

c. OC has provided \$3,000 to OPPPM for the placement of ads to increase the flow of recruits. We are now attempting to arrange the transfer of an additional \$50,000 for this purpose. This illustrates the importance OC places on the personnel shortage situation since these funds are being diverted from important programs.

d. OC proposed, and guided through some bureaucratic hurdles, a proposal to hire personnel for OC with provisional clearances in order to expedite employment. This approach met with some success at a cost in OC training and personnel management resources.

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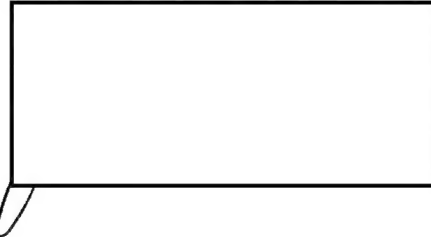
e. OC has opened the door to bring people on board at any time regardless of the numbers involved. OC now tailors training classes to the flow of new employees rather than scheduling entrance on duty in accordance with training schedules.

f. OC has worked closely with OPPPM to define needs and brief recruiters regarding the OC system. The attached pamphlet is one example of the type assistance provided to the recruiters by OC.

g. OC is exploring with OPPPM the possibility of acquiring military detailees for employment until the Office is up to strength and new demands for service are met.

2. The Office of Communications continues to explore additional methods to stimulate the recruitment and hiring process. We are prepared to go to any length within our capabilities to be helpful in this regard.

Attachment:
As stated



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ATTACHMENT

To the Reader:

The Office of Communications performs an extremely valuable service for the government of the United States. It has gained a reputation as the best in its field among knowledgeable officials. This position was achieved because of the outstanding performance of well trained and dedicated employees.



STAT

The facility provides students more than good, sound technical training. All of the instructors are themselves graduates of the school with years of experience working in the Office of Communications. They incorporate this knowledge into their training efforts to help prepare students to understand and cope with all aspects of their chosen career. Graduates are ready to go to work, confident of their skills and with a feeling of belonging to the organization.

The school does not forget the employee after initial training. Most employees return for advanced training throughout their careers. Many take advantage of self-study programs sponsored by the training facility. Employees look upon the school as a helpful, friendly home whenever they return.

It is hoped that the following pages will illustrate our goals for this school-quality training in a good learning environment.

The Faculty

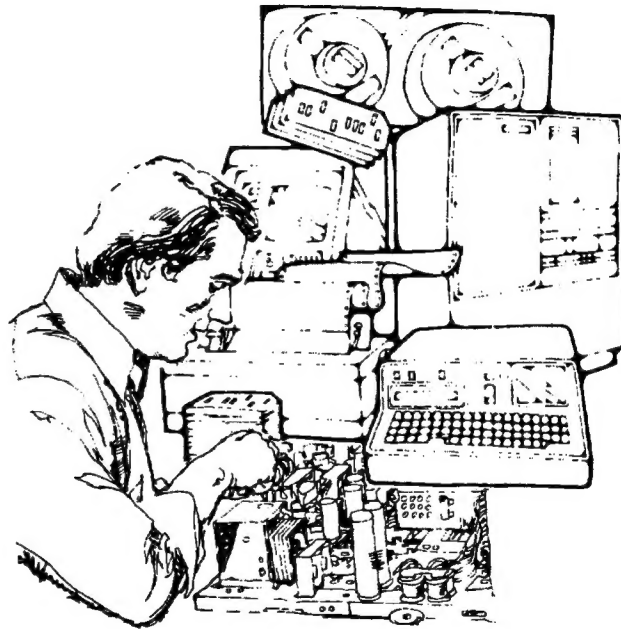


Operational Training

The primary task of the Operational Training Department is to train the new communicator in the operation of all equipments and procedures which make up the Office of Communications' world-wide network. This basic training is conducted in ten phases which concludes with a final three-week comprehensive exercise.

The secondary task of the Operational Training Department is to teach skills in limited maintenance on existing systems such as teletype, radio, and cryptographic equipment as well as operations of advanced systems such as optical character readers, data-rate printers, and automated field terminals.

To accomplish these tasks, the department is staffed with seventeen highly skilled instructors who have an average of 15 years field experience. These instructors effectively teach and motivate the students in their new career field.

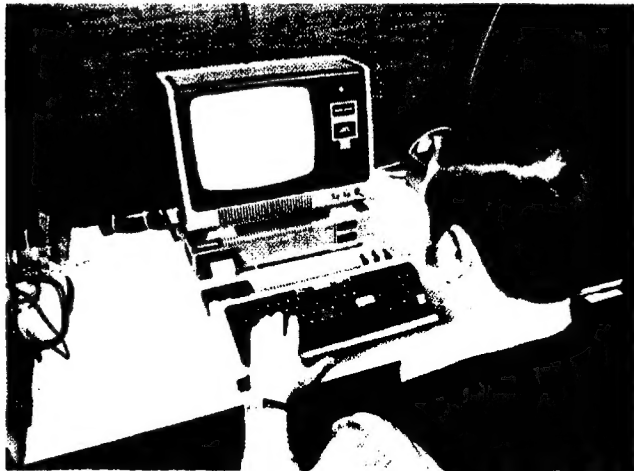


Technical Training

The Office of Communications Technical Training Department consists of twelve staff instructors and a department chief. All personnel assigned to this staff are volunteers who serve on a rotating tour basis. They are all experienced technicians who have served one tour overseas.

The technical curriculum offerings consist of forty resident courses ranging from basic electronic theory to computer and satellite systems. The basic course consists of twenty training modules which requires thirty weeks to complete. Analog, digital and logic devices are covered. Included in this course is a three week module entailing proper and secure installation procedures for both signal and electrical circuits. This training combines classroom and hands-on work performed in a simulated field environment.

After approximately two years as an apprentice technician, selected personnel will return for further studies in sophisticated systems, i.e. computer switches, optical character readers, high-speed digital and satellite systems.



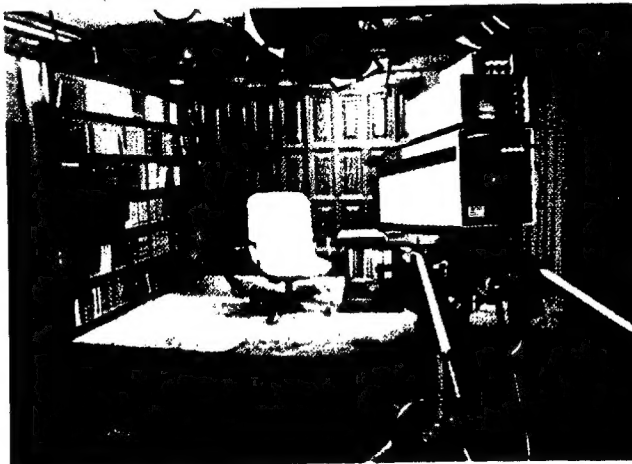
Learning Resources Center

The Learning Resources Center, located within OC's residency school building, was created to supplement the students classroom instruction. It provides for after hours instruction, either as a refresher or as a mechanism for the review of classroom studies.

The center contains ten self-study carrell positions of multiple function. Depending upon the format of instruction, be it video, slide-audio or filmstrip-audio, each position provides the student with the appropriate viewing equipment.

A large selection of self-administered and other educational programs, including a small language lab is maintained at the center.

The center is also the CCTV distribution facility for the school, capable of transmitting video programs, selected by the instructors, to any ten of the twenty classrooms wired into the system.



Multi-Media Center

The office of Communications Training Facility has as a part of available training resources a modern multi-media center. The center has the capability to produce courses and programs in all forms of media.

It has a high quality color television production studio with extensive post-production capability, a largely self-contained graphic studio capable of virtually any type of graphics and a modern audio studio as well as an independent photographic studio.

While the production of media in response to the residency school is the primary mission, the multi-media center also supports media requirements from many components both within and outside of the Office of Communications.

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